



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 5/29/2012	Interviewer: Sue Guenter-Schlesinger	RFA #12 – 15
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): [REDACTED]		
Requested Assistance Pertaining To (name, position, policy, project, etc.)		
Employee [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☐
 Concern Regarding: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☐

Category: (Please check at least one)

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input checked="" type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input checked="" type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
5/29/2012	[REDACTED] t/c with SGS	[REDACTED] contacted SGS about employee [REDACTED], who allegedly made insensitive comments about some schools giving preference to minority applicants and other insensitive comments. The comment was made to an employee of color [REDACTED] in her office. [REDACTED] is asking for advice on how to handle. She says [REDACTED] was deeply hurt even though [REDACTED] apologized, because [REDACTED] didn't feel the apology was genuine. [REDACTED] is concerned that [REDACTED] will talk insensitively to minority students in her job. She is blunt/insensitive. [REDACTED] has to adopt new language and better understanding of WWU students of color. [REDACTED] asked if SGS would meet with [REDACTED] supervisor, [REDACTED] to discuss how to handle.

5/30/2012	SGS meeting with [REDACTED]	SGS met with [REDACTED]; says [REDACTED] not aware of impact of various insensitive comments she makes. Had meetings to discuss, to no avail [REDACTED] still feels hurt and [REDACTED] needs to understand more about not making racially sensitive comments. SGS and [REDACTED] agreed SGS would try to resolve informally by talking first with [REDACTED] and then with [REDACTED].
6/1/2012	SGS meeting with [REDACTED] and [REDACTED] (separately)	SGS met with [REDACTED] and [REDACTED], separately, and was able to discuss both perspectives with commitment from each side to work together. SGS closed out with [REDACTED] and [REDACTED]